

**Guidelines for Supervision  
of  
Licensed Associate Counselors (LAC) and Licensed Associate Marriage and Family  
Therapists (LAMFT)**

*Guidelines that represent some of the responsibilities the Arkansas Board of Examiners in Counseling (ArBOEC) expects the Licensed Supervisor of the LAC and the LAMFT to uphold and follow*

**Requirements for Maintaining the Supervision License**

- 1) Maintain a current license from ArBOEC.
- 2) **Obtain the minimum requirement of 6 hours continuing education credits in supervision per year (2 hours during each 2 year renewal period). The 2 hour requirement will be honored through license renewals 2004. Renewals after that date must have the minimum of 25% of the required 24 hours in supervision or 6 clock hours of continuing education in supervision.**
- 3) Maintain a current statement of supervisor's individual theory of counseling and individual theory of supervision on file with the Board.
- 4) Maintain good standing with the Board as a LPC and/or LMFT.

**Responsibilities of Supervisor to the State Board of Examiners**

- 1) Supervisors essentially perform the screening for:
  - a. When the LAC/LAMFT is to change from one Phase to the next (ability to practice counseling with less supervision).
  - b. When the LAC/LAMFT is ready to petition to become licensed as a LPC/LMFT.

*In screening and recommending changes in supervision, the supervisor's responsibility is to protect the interests of the citizens of Arkansas, not the LAC/LAMFT.*
- 2) Evaluate LAC/LAMFT counseling performance on an on-going basis (with some video, audio, and/or live observation of the LAC/LAMFT counseling sessions).
- 3) Evaluate LAC/LAMFT ethical and professional awareness and performance every 6 months minimum.
- 4) Follow through with LAC/LAMFT to verify that he or she has completed and sent in the Contact Hour (CCH) report and Evaluation report each six (6) months, using current forms. (The LAC/LAMFT is responsible for sending the forms to the Board; the supervisor is responsible for verification that the information is accurate and that the supervisee submitted the completed forms when due.)
- 5) Maintain current records regarding the supervision in supervisor's files: i.e., supervision sessions, dates, fees, notes of supervision topic, etc...
- 6) Keep copy of Supervision Agreement, Client Contact Hour Reports, and Evaluations as submitted to the Board.

- 7) Observe and stay aware of LAC/LAMFT personal professional development through:
  - a. LAC/LAMFT awareness of recent changes in the field
  - b. Professional LAC/LAMFT association with peers
  - c. LAC/LAMFT activity in professional organizations
  - d. LAC/LAMFT attending professional workshops
  - e. LAC/LAMFT self-report of mental/emotional development as a counselor
  - f. LAC/LAMFT knowledge/skills of techniques
  - g. LAC/LAMFT development of a professional self-identity.
- 8) Be aware of each one of LAC/LAMFT cases, tracking critical cases closely. Provide feedback to the LAC/LAMFT regarding his or her progress as a counselor (verbal and written): encouragement, redirection, successes, developmental needs, etc.
- 9) Be familiar with LAC/LAMFT work setting. (Example: visit the site at least once early in the supervision process, and periodically for the duration of supervision.)
- 10) Be aware of LAC/LAMFT performance and reputation on site.
- 11) Be aware of LAC/LAMFT workplace personnel evaluations.
- 12) Notify the Board if the supervisee does not report for supervision or if you terminate the supervision agreement/plan because you have no contact with the supervisee. The notification should only be sent after the supervisor has made every effort to locate the supervisee and resolve any problems. The Board will then notify the supervisee to cease/desist practice until the issue is resolved.

### **Supervisor's responsibilities to LAC/LAMFT**

- 1) Maintain availability to the LAC/LAMFT (i.e., have regularly scheduled appointments for supervision appropriate to the Phase of the LAC/LAMFT's license, *at least once per week when possible* in addition to availability to the LAC/LAMFT as needed.
- 2) Return telephone calls and emails as promptly as possible.
- 3) Exchange information and arrange with the LAC/LAMFT how each of you can contact the other in emergencies.
- 4) Provide LAC/LAMFT with a temporary contact who is a licensed supervisor when you are going to be unreachable, such as, during an illness or on vacation. Clarify to the LAC/LAMFT that the temporary contact is consultant and is not the LAC/LAMFT supervisor for CCH.
- 5) Provide the LAC/LAMFT with a means of contacting you in case of a serious need with his or her cases even though he or she has access to a temporary consultant.
- 6) Be honest and open in evaluations and feedback.
- 7) Model being a professional Counselor/Therapist.
- 8) Model professional involvement in area/state and/or national levels.
- 9) Model and share awareness of current developments in the counseling/therapy fields.

- 10) Ensure LAC/LAMFT is aware of supervisor's personal theory of supervision and counseling without pressuring the LAC/LAMFT to accept the supervisor's theory.
- 11) Help LAC/LAMFT develop his or her own theory and approach to counseling.
- 12) Be knowledgeable of ArBOEC Board Procedures, Rules/Regulations, and Laws that affect the profession.
- 13) Interact with LAC/LAMFT and other counselors in a professional manner.  
(Caution: Some supervisors develop more 'mentor' or 'friendship' relationships with their supervisees as the supervisee gets closer to becoming an 'equal' in the field.)
- 14) The supervisor should always remember the legal/ethical responsibilities of the supervisor in relation to the supervisee. The Supervisor should be aware of the influence he or she has over the supervisee due to the mentoring type of relationship the two have developed. The relationship of the supervisor/supervisee is still somewhat like the hierarchical relationship of the therapist/client because of the supervisee's history with the supervisor.)
- 15) Provide LAC/LAMFT with guidance/awareness of procedures/practices required to petition for the LPC/LMFT license.